Title: Wages not subject to OASI Medicare

Processes: Sub-Processes :

HRMS Training Documents

Wages not subject to OASI Medicare

ZHR_RPTPY632

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
6/21/2007	Kelly Welsh	Initial draft
7/19/2007	Kelly Welsh	Edits
8/31/2007	Kelly Welsh	Edits from review
3/27/2008	Kelly Welsh	Updates to field description per communication sent by DOP on 3/26/08 re: dates report can be run by

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Purpose

Use this procedure to identify employees within your agency who have wages not subject to Old Age Survivor Insurance (OASI) and Medicare due to:

- Being over OASI Maximum.
- Sick leave buyouts due to:
 - A death
 - A disability
 - o Dependent care.

Trigger

Perform this procedure quarterly to display employees not subject to OASI and Medicare.

Prerequisites

Payroll has been exited by DOP.

In order to perform this transaction you must be assigned the following roles:

Payroll Processor, Payroll Analyst, Payroll Supervisor, Payroll Inquirer

Transaction Code

ZHR RPTPY632

Date	Procedure Update Log		
6/21/2007	Created		
3/27/2008	Updates to the description of Period, and To dates that can be used to run this report.		

Helpful Hints

Run this report once payroll has exited.



Refer to the Office of Financial Management Website for information regarding the OASI Limits.

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File name: Version: Training Team Draft Script
WAGES_NOT_SUBJECT_TO_OASILast Modified: 3/31/2008 2:57:00 PM
_MEDICARE_ZHR_RPTPY632.DO

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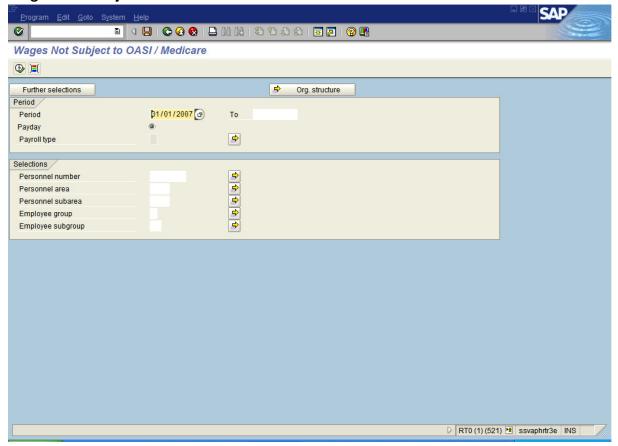
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Procedure

1. Start the transaction using the transaction code **ZHR_RPTPY632**.

Wages Not Subject to OASI / Medicare



2. Complete the following fields:

Field Name	R/O/C	Description	
Period	R	This is the pay period for which the report is being run	
		Example:	01/01/2XXX

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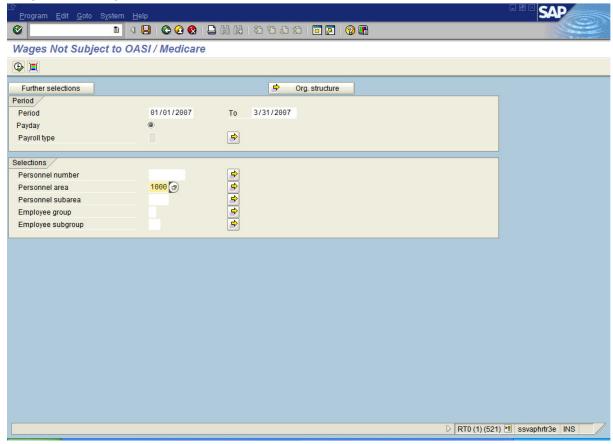
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Field Name	R/O/C	Description	
То	R	It specifies the end date of the reporting period. There are five different reporting methods that can be selected.	
	11		
		1. Yearly Reports (Accumulative) Example:: 01/01/2XXX to 12/31/2XXX	
		2. Quarterly Reports (Accumulative) Example: 01/01/2XXX to 3/31/2XXX End dates of each quarter	
		1 st quarter ends 3/31/2XXX 2 nd quarter ends 6/30/2XXX	
		3 rd quarter ends 9/30/2XXX	
		4 th quarter ends 12/31/2XXX	
		 Pay Period Value for pay period only. This option is not accumulative (To review pay periods refer to HRMS Payroll and Reports Job Aid, Example of pay periods): Example 3/08 (2/1/2008 to 2/15/2008) 	
		4. Monthly Report: As paid for entire month Example: 2/1/2XXX TO 2/29/2XXX	
		 Lagged Monthly Report Pay periods. This is not accumulated Example: 2/16/2008 to 3/15/2008 	
		Example: 3/31/2007	
Personnel area	R	A specific agency/sub-agency in the State of Washington. Example: 1000	
Personnel Number	0	The employee's unique identifying number.	
		Leave this field blank, to capture all employees of your agency, or sub-agency.	
		Example: 238331	

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Wages Not Subject to OASI / Medicare



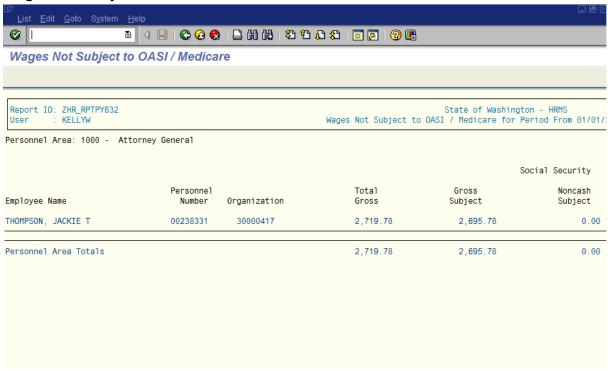
3. Click (Execute) to execute the report.



This report results are longer than the screen, so two screen shots have been provided.

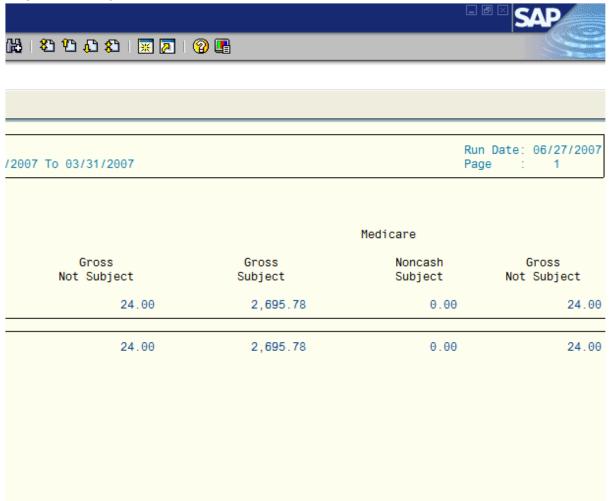
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Wages Not Subject to OASI / Medicare Screen 1 of 2



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Wages Not Subject to OASI / Medicare Screen 2 of 2





This report displays the total gross Not Subject to Social Security and Medicare.

4. You have completed this transaction.

Result

You have generated the Wages Not Subject to OASI/Medicare report.

Comments

None.

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